



Please complete request form and fax back to HSU Technical Dept.. Attention: Report Developer

Agency name:

Agency address:

Agency phone number: _____

Agency fax number: _____

Contact/administrator name: _____ Position: _____

Phone: _____ Fax: _____ E-mail: _____

Header

Information: _____

(include report name and additional information in the header):

Footer

Information: _____

(include any additional information in the footer):

Requested Fields (Place them in the order that you wish them to appear on the report):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Cancellation Policy: Cancellations are permitted without penalty 5 or more business days prior to the start of your development of reports. After that Agencies will be charged 100% of the total development time thus far. **NOTE:** A confirmation of Request to Cancel form must be retained, as you may be required to provide hardcopy proof of your cancellation at a later date



HS University

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(Note: If you request more fields, please use another page)

Phone (901) 385-3338

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Group By (Enter field number):

1st:

2nd:

3rd:

Sort By (Enter field number):

1st:

2nd:

3rd:

Page orientation (circle one): Portrait or Landscape

Request signature: _____

Please note that there is a \$75.00 per hour fee per report. A Report Developer will contact you within 24 hours (or next business day) to provide an estimated cost and delivery time.

HSU Technical Dept. Office Use Only

Estimated number design hours: _____

Report developer signature: _____

Development start date: _____ Report delivery date: _____

Developer design comments:

Additional comments:

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